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AUTHOR	Taylor, Alton L.
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Alton L. Taylor

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SURVEY OF FACULTY SPACE ALLOCATION PROCEDURES IN SELECTED INSTITUTIONS OF THE NATIONAL ASSOCIATION OF STATE UNIVERSITIES AND LAND-GRANT COLLEGES

by

Alton L. Taylor

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Office of Institutional Analysis
University of Virginia
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SURVEY OF FACULTY SPACE ALLOCATION PROCEDURES IN SELECTED INSTITUTIONS OF THE NATIONAL ASSOCIATION OF STATE UNIVERSITIES AND LAND-GRANT COLLEGES

Early in the Fall of 1969 the Provost of the University of Virginia requested that the Office of Institutional Analysis assess procedures for allocating faculty office space at institutions of higher education comparable to the University of Virginia. A questionnaire was developed by OIA and mailed to 78 selected institutions of the National Association of State Universities and Land-Grant Colleges (NASULGC) on 31 October 1969. There were 59 responses (76%) to the request by OIA for information concerning practices in allocating faculty office space.

It is interesting to note the types of persons to whom the questionnaire was distributed and the types of persons who responded. The persons selected to receive the questionnaires included 41 institutional researchers, 27 business officers, seven central administrative officers, and three academic vice-presidents. Most of the recipients of the questionnaire undoubtedly passed the request on to the most appropriate responding unit in their institution. There were 15 respondents in the institutional research category (See Table I) while 41 questionnaires were mailed to persons in charge of institutional research offices. There were seven respondents in the business affairs category while 27 questionnaires were mailed to persons in charge of business affairs. There were seven persons in charge of central administration duties to whom the questionnaire was mailed, and three academic vice-presidents, while six respondents were in offices related to academic affairs, six in charge of space allocation affairs, 13 in the planning category, five respondents from presidents' offices, and seven respondents from miscellaneous offices. This comparison is presented only to indicate that many universities and colleges have established some type of organization to assume responsibilities for space utilization.

TABLE I. DISTRIBUTION OF 59 RESPONDENTS BY OFFICE TITLES

	No.
I. Institutional Research Category	
a. Office of Institutional Research	11
b. Office of Institutional Studies	3
c. Vice-President for Institutional Analysis	1
	15 = 25%
II. Academic Affairs Category	
a. Assistant Provost and Office of Institutional Research	1
b. Office of Academic Affairs	1
c. Office of Academic Research and Planning	1
d. Assistant Vice-President for Instruction	1
e. Academic Special Officer	1
f. Dean of Academic Administration	1
	6 = 10%
III. Business Affairs Category	
a. Office of Budgets and Institutional Studies	2
b. Vice-President for Business and Finance	1
c. Vice-President for Business Affairs	1
d. Vice-President for Finance	1
e. Division of Business Affairs	1
f. Vice-President for Planning and Budget	1
	7 = 12%
IV. Space Allocation Affairs	
a. Office of Space Management	1
b. Office of Space Programming	1
c. Office of Space and Schedules	1
d. Office of Space Assignment	1
e. Office of Space Allocation and Scheduling	1
f. Office of Space Utilization	1
	6 = 10%
V. Planning Category	
a. Office of Planning and Construction	1
b. Office of Campus Planning	1
c. Office of Institutional Research and Planning	2
d. Special Assistant to the President for Long Range Planning	1
e. University Planner	1

TABLE I. (continued)

	No.
V. Planning Category (continued)	
f. Office of Planning and Institutional Research	1
g. Office of Planning and Analytical Studies	1
h. Department of Facilities Planning	1
i. Vice-President for Planning	1
j. Vice-President for University Development	1
k. Vice-President for Administration	1
l. Vice-President for Operations	1
	13 = 22%
VI. President's Office Category	
a. Office of the Chancellor	1
b. Office of the President	1
c. Assistant to the President	2
d. Administrative Coordinator, Office of the President	1
	5 = 8%
VII. Other Category	
a. Department of Physical Plant	1
b. Facilities Analyst	1
c. Bureau of Educational Research	1
d. University Registrar	1
e. Office of Administrative Research	1
f. Department of Management Engineering	1
g. Office of Facilities Studies	1
	7 = 12%

Some of the general findings of the survey are as follows:

1. Only a few of the respondents reported that their institution had no standard procedures or guidelines for allocating faculty space. There were several institutions with no established procedures for allocating faculty space that were in the process of organizing for such under the direction of the Academic Vice-President, a Presidential Committee, or a Long Range Planning Committee.

2. Some of the administrative units in charge of allocating faculty office space included: (a) Academic Vice-President, (b) University Space Committee, (c) Office of Campus Planning, (d) Vice-President of University Development, (e) Space Assignment Committee,

(f) Physical Plant Development Committee, (g) Campus Planning Committee, (h) Director of Planning, (i) Dean of the Faculties, and (j) Assistant to the President for Campus Planning. The most common administrative unit reported in charge of faculty space allocation was the Academic Vice-President.

3. Guidelines for allocating faculty office space varied with size and function of the faculty. There was, however, some similarity in the guidelines reported. The mode and range of assignable square feet per F.T.E. faculty, administrator, graduate instructors, secretaries, and service space is as follows:

	Range (ASF)	Mode (ASF)
a. Vice President	120-320	300
b. Dean	120-300	225
c. Department Head	120-300	150
d. Single Faculty Office	80-180	120
e. Double Faculty Office	160-270	160
f. Graduate Instructors	30- 80	60
g. Secretary	50-120	80
h. Service Area	48-200	200

ASF = Assignable Square Feet

The actual statements of the respondents concerning faculty allocation of space are listed in Appendix A.

APPENDIX A

DESCRIPTION OF PROCEDURES FOR ALLOCATING FACULTY OFFICE SPACE BY SELECTED NASULGC

1. There has been a tendency to consider 160 net sq. ft. as a standard for planning new offices where actual specific needs are not known.

   There should be minimum standards...a 10' x 12' (120 sq. ft.) office as a minimum single faculty member or for a secretarial office. If the secretarial office is glass enclosed or has a windowall where claustrophobia would not be a problem, I wouldn't hesitate to reduce the space to 8' x 10' (80 sq. ft.).

   The need for service space varies considerably depending on many factors; such as presence of centralized storage in the building or school, centralized duplicating facilities, the discipline involved (and therefore the amount of supplies and teaching tools required), whether this space is combined with coffee-making requirements, etc.

2. Our present practices do not follow any University-wide procedures or room utilization standards. We are currently studying this same problem and expect within the year to develop a central office for the allocation of space, probably within the Office for Academic Affairs.

3. Existing space is assigned to the deans of colleges or to the heads of administrative units by the Academic Vice President. As a given area is no longer needed by a department or college, the area reverts to the pool available for assignments by the Vice President. The Vice President then makes assignments based upon the requests pending at the time space is available for assignment.

   Deans of colleges assign all types of space under their control to the respective users according to criteria developed for their academic units. Classrooms and instructional laboratories are scheduled by a centralized room scheduling unit that is under the direct supervision of the Academic Vice President.

   Should the dean or other person responsible for a given room or area wish to change the function or use of the area, it is his responsibility to seek and obtain approval of the Academic Vice President before such change is implemented.

   Before new buildings are constructed, a rather extensive planning procedure is followed. The planning involves the incorporation of ideas from committees representing all of the intended users of the building. A complete program is developed for the utilization of all of the space in the proposed structure. After the final plans are drawn and the building constructed, the space is usually assigned as anticipated in the planning program. After these original assignments are made, changes are accomplished in the same manner as for any other existing assignable areas.

4. Faculty office space, secretarial space for faculty, and faculty office service area: All buildings on the University campus are assigned to one of the academic deans, and each dean has sole responsibility for allocating space within that building assigned to him.

5. The State Commission on Higher Education has adopted the following standard: "168 a.s.f. per FTE instructional faculty and academic administrative staff member. The standard includes a factor of 120 a.s.f. per FTE instructional faculty and academic administrative staff member plus 48 a.s.f. (40 percent of office space) for related secretarial, clerical, and office service space." (Teaching assistants are considered 0.4 FTE faculty for office purposes.) Single occupancy offices are provided for faculty members whenever possible. If double occupancy is required, it is applied to the lower ranks first. Standards, of course, must always compromise with existing room sizes, etc.

6. Faculty office space: The University Building Standards include the space requirements as follows:

a. 250 sq. ft. - Vice President for Academic Affairs
b. 225 sq. ft. - Dean of College
c. 150 sq. ft. - Department Head
d. 100 sq. ft. - Faculty Member

Secretarial space for faculty: Building Standards provide 150 sq. ft. for a reception area and typing space for the secretary of a Dean or Department Head. Faculty members usually utilize the typing assistance in the Department Head's office. Where a single typist is authorized a faculty member, 100 sq. ft. of additional space would be authorized.

Faculty office service area: The amount of storage space, duplicating rooms, mail rooms, etc., must be tailored to meet the specific requirements of the different departments, but most of our departments have at least 1 storage area (200 sq. ft.), 1 duplicating room (100 sq. ft.), and 1 mail room (100 sq. ft.). The individual faculty member would not be provided any office service area.

Note: The creation of new departments and addition to faculty do not always coincide with the building program, therefore, many of our faculty are assigned two to an office of 100 sq. ft. of space.

7. We are growing rather more rapidly in staff than we are in space and the rates of growth differ in different parts of the institution. We must therefore play a continuing game of musical chairs with office space, doing the best we can to accommodate. The only general rule is that we try to give faculty single offices.

8. At the present we have no University-wide standards or procedures which deal with this problem. Consequently, the allocation decisions are left to the individual dean and department chairmen.

9.

Deans, Chairman & Directors	190-225 sq. ft.
Single faculty offices	90-110 sq. ft.
Double faculty offices	170-270 sq. ft.
Department chairmen	175-215 sq. ft.
Graduate students	75 sq. ft.
One secretary, administrative office	150 sq. ft.
Two secretaries, administrative office	200 sq. ft.
Three or more secretaries	80 sq. ft. per secretary

In addition, we add for faculty office service area, in each administrative suite, 150-200 sq. ft. for storage, filing and workroom space.

10. The standard allows 145 Net Assignable Square Feet (NASF) per FTE faculty or staff member. This allowance includes office service, office storage, conference rooms and data processing rooms. This is applied as an average figure.

11. "Space. . . data are generated and provided to the university's space committee, and it is this group that actually makes allocation of space to the various organizations."

12. Faculty office space initially allocated to department by Office of Campus Planning. Within department allocated by department head or designated member.

The Office of Campus Planning maintains a system-wide utilization analysis. This procedure is designed to weigh comparative utilization between departments and to act as a "balancer" within the system; removing lightly utilized space and re-assigning the same to departments with heavier demands.

13. Does not have an established policy regarding the allocation of faculty office space. The Office of Vice President for Instruction is responsible for the over-all allocation and assignment of classroom and faculty office space. We work very closely with the respective deans and directors in an attempt to satisfy the needs and to work out problems involved in the allocation of space.

14. We try to see that each faculty member at least down through assistant professor has his own office and normally the higher the rank the better the accommodations. We have just taken two dormitories out of the dormitory system and converted them to faculty office buildings.

At the present time we do not have any set system of standards or procedures other than those mentioned above for allocating space to faculty.

15. We determine the number of FTE personnel within each unit or department that require office space and the total office space requirement for that unit is generated on the basis of the number of FTE requiring office space times 135 NASF. This space is to provide office facilities for all the FTE requiring office space, plus the conference rooms, reception areas, and file and workrooms for the departmental office. Approximately 120 NASF are required as normal office space for faculty, 30 NASF per FTE provides for the conference and the workrooms. This works very well for departments with zero to five FTE of 120 NASF. This will allow for a reception room. In the case of departments from six to fifteen FTE, we add 200 NASF to allow for a conference room, and for departments with sixteen to twenty-five FTE, we add 50 NASF to allow for additional reception area. Beyond twenty-five, it is our feeling enough space is generated to provide for conference areas, work areas, and reception areas. In the case of purely administrative units, such as a dean's office that handles many student files, etc., a ten per cent add factor is required, i.e., an office having ten FTE would generate 1350 + 135 = 1485 NASF.

The term FTE requiring office space is a full-time equivalent and includes both academic and non-academic staff. In those departments that use student help as clerical help, we allow FTE on the basis of the number of student hours worked divided by 40.

16. Faculty office space:

	College	Dept.
Administrative head	225	180
Conference room	400	300
Reception	200	150
Professor, Assoc. Prof. (single office)	-	150
Ass't. Prof., Instructor (double office)	-	160

Secretarial space for faculty:

Clerical, per person		80
(Where clerical is subdivided within a department, allow 160 nsf for first clerk, and 80 nsf for any additional, where no reception room and storage area is specifically allowed. The extra 80 nsf allows for a small reception area and the storage cabinet.)		
Work areas, files, storage	200	100*
(*add 25 nsf per each additional clerical)		
Graduate assistants on appointment		70

17. We attempt to provide a private office space for each fulltime teacher, to include instructors. All others are accommodated in gang offices if we can find the space,

usually as many as can fit. (This includes teaching and research assistants). We are planning new facilities with an allowance of 150 sq. ft. (net) per each FTE teacher and other staff which require office space. This allowance must cover private offices, departmental offices, clerical and workrooms and conference space.

18. Upon assuming this responsibility approximately two years ago I have sought in vain to establish procedures and standards for the assignment of faculty office space. As of this date we still do not have a systematic approach to the problem.

19. We have just established a new space committee of three members which is charged with responsibility of all space assignments. The chairman is our dean of faculties. Since ground rules have not yet been established, it is not possible to indicate any standards to be used. I should add, furthermore, that because of delay in our building program it appears that additional office and secretarial space for the next few years will have to come through erection of temporary facilities, such as mobile homes.

20.

Asst. Vice Pres. or Dean	300 sq. ft.
Asst. Vice Pres. or Dean	200 "
Asst. Dean or Div. Dir. or Dept. Chm.	225 "
Div. Dir. or Asst. Dean or Dept. Chm.	225 "
Single station staff (faculty)	120-150 "
Single station faculty (med. faculty)	150 "
Lecturer/Instructor	90-100 "
Single station statistical clerk or senior clerk typist	50 "
Four station statistical clerk or senior clerk typist	200 "
Principal secretary	80 + 40 ft. for files
Two station secretarial	150 "
Two station technical	150 "
Grad. tchg. asst. or grad. research asst.(two station)	120 "
Grad. Tchg. Asst. or grad. research asst. (four station)	240 "
Secretarial/Dept. (two station)	358 "
Secretarial/Dept. (three station)	436 "
Secretary/Receptionist	160 "
Seminar Room	504 "
Small Conference Room	150 "
Conference Room	300 "
Divided Seminar Room	576 "

21. Office space is determined on the basis of the number of FTE employees in a given department or administrative unit. The standard for determining office space is 135 square feet per F.T.E. employee. This provides offices of 120 sq. ft. (10' x 12') and 15 sq. ft. per F.T.E. for auxiliary space to be used as reception area, active files, conference room for larger departments, or enlargement of the chairman's office. In smaller departments, it may be necessary to provide an additional allowance for reception area and conference rooms.

22. Our method of allocation is somewhat arbitrary. We have a three man space committee composed of the Director of Physical Plant, Vice President for Academic

Affairs and the Assistant to the Registrar for Scheduling. No space can be occupied, re-allocated, altered or otherwise changed without the approval of the Space Committee. Each case is resolved based upon pertinent factors. We would likely place six graduate assistants (teaching) in one large space (about sixty to seventy-five square feet per man) whereas an incoming instructor or assistant professor would be located either singly or with another instructor in a room having eighty to one hundred square feet for each man. Associates and full professors (some with secretaries, especially if involved in research either private or sponsored) are located in areas best suited to their endeavors and commensurate with available space. Non-teaching staff requirements are similarly handled.

23. The standard for allocation of office space at this University is 140 square feet per full time equivalent faculty and staff member. This means an allotment of 140 square feet for each employee who requires office space regardless of relative rank or position. For the purpose of computing full time equivalency, we count graduate assistants as one-half and all others in proportion to their degree of "full-timeness."

The division of this gross allocation of space into offices, office service areas, and conference rooms is the responsibility of the first-line supervisor, the Department Head. In this manner, the individual in charge of the activity has, on the one hand, the responsibility for a fair and impartial division of space and, on the other hand, a management tool which he may use should he choose. The Central Administration makes no attempt to dictate relative office sizes.

Some arguments have been advanced that smaller departments should, because of their size, receive an extra allocation for a conference room. Our experience has shown this to be unnecessary since, in any building, conference or seminar room space is usually available and can be shared.

24. Faculty office space is allocated on the basis of 120 net square feet per faculty member. Related space for supporting services is allocated at 135 net square feet which includes 80 square feet for clerical assistance and 55 square feet for storage and service areas.

For every three to four faculty offices, one classroom space is assigned. The size of the classroom is determined according to the needs of the school as related to the number of stations. While no specific standard for square feet per station has been established, requests are compared with standards of other institutions and present University buildings. One meeting room and lounge is allocated for approximately each 150-170 faculty offices.

25. Recommended Office Sizes:

Private faculty offices.	110 ± 10 sq. ft.
Two-man faculty offices.	165 ± 15 sq. ft.
Dept. Chairman	165 ± 15 sq. ft.
Deans	220 ± 20 sq. ft.
Secretarial-Receptionist	165 ± 15 sq. ft.
Two-girl office.	165 ± 15 sq. ft.
Three-girl office	220 ± 20 sq. ft.
Four-girl office	275 ± 25 sq. ft.

26.

Basic office area - one man senior position	130 a.s.f.
Teaching and research assistants	130 a.s.f.
Department head	195 a.s.f.

A two man senior faculty office would be 195 a.s.f., but we try to provide private

offices whenever the smaller offices are available. First secretary 130-195 a.s.f. depending on visitor load. Additional staff 65 a.s.f. each + file space, etc. if not provided in adjacent area. Faculty office service area is custom tailored according to need. We provide each department a faculty multi-purpose or conference room and hope in the future to provide a small faculty lounge and a common room for graduate and undergraduate majors. We do not provide departmental study rooms, but there are subdivisions of the University Library in some buildings.

27. Graduate Assistant - 80 sq. ft.
Professors of all ranks - 120 sq. ft.
Department Heads - 180-200 sq. ft.
Deans - 250-260 sq. ft.
Vice Presidents - 300 sq. ft.
Clerk-typist - 80-90 sq. ft.
Receptionist - approximately 200 sq. ft.
Service area space is generally deducted from the general office space given clerk-typists and receptionists.

These figures represent rule-of-thumb allotments of space and have not been applied rigorously to the allocation of space. However, these figures are utilized as rule-of-thumb estimates in planning for additional buildings. In general, if professors have duties that require them to meet the public or to have unusual traffic requirements, additional office space is allowed them. It should be noted that the above figures are internal office spaces and do not include any other departmental areas such as those under item three of this questionnaire, (faculty office service area).

28. By and large office space has been assigned as needed in the past. Thus, the extent that offices are now occupied is largely on an historical basis. However, when any new buildings are to be occupied, we have a Space Assignment Committee that reviews the needs for offices and makes assignments.

29. The University does not, at this time, have a "hard and fast" rule regarding the square footage of offices. We are working on the assumption that an allowance of 135 square feet per individual, regardless of their rank in a division, will provide that division with adequate office space for department chairman, professors, secretaries, file rooms, conference rooms and storage areas. The department chairman may have as much as 200 square feet in his office while other members of the faculty may have as low as 100 square feet per individual. The 135 square feet may not provide enough space if the department is small. If a department has as many as 20 or more employees, I feel certain the 135 square feet will provide adequate space unless a large waiting area is needed as might be the case in dean of students, registrar office, or some areas where a large waiting room is required due to the nature of the office.

30. Faculty office space: 160 sq. ft.
Secretarial space for faculty: 120 sq. ft. for faculty/administrators.
Faculty office service area: Included in the 160 sq. ft. for faculty office space.
Other: Research space in disciplines where research is a fundamental activity. Area ranges from 300 sq. ft. for life sciences to 90 sq. ft. in the professional schools.

31. Instruction:
Faculty . . . . . 160 sq. ft.
Grad. Tchg. Ass't. . . . 60 "
General Administration:
Presidents & VP . . . . . 320 "
Other professional . . . 250 "
Clerical . . . . . 120 "

32. It is the policy of the University that each fulltime faculty member have a private office.

Deans and Directors	300 sq. ft.
Assistant Deans	240 sq. ft.
Faculty - all ranks	120 sq. ft.
Graduate Teaching Assistants. . . .	60 sq. ft.
Secretarial Space	90 sq. ft.

33. Area allowances for faculty and graduate student research and office space for the University System will be:

	Assignable Square Feet				
	Research Lab.	Academic Office	Admin. Office	Shops & Misc.	Per FTE Grad. Stud.
Agriculture	300	140	60	50	200
Arts	100	140	30	30	140
Engineering	300	160	60	75	200
Geography	100	140	30	30	140
Lang. & Lit.	40	130	30	10	30
Mathematics	60	130	30	10	30
Mines	300	160	60	75	200
Misc. Professions	80	160	80	30	30
Biol. Sci.	250	120	50	40	160
Phys. Sci.	250	120	50	40	160
Soc. Sci.	40	130	30	10	30

34. All space is allocated by the Physical Plant Development Committee. Requests for academic space come to us via the deans. In making minor reallocations I touch base with the deans and for major reallocations the deans and the Academic Vice President.
We have established no standards nor do we feel that we have a need to since the requirements vary so much from discipline to discipline.

35. 1- Department Head (through Dean of College) requests, in writing, all types of space needed.
2- Campus Planning Committee reviews request and makes recommendations to Academic Vice President.
3- Academic Vice President makes final decision.
4- Department Head and Dean of College assign approved space.
Square feet per faculty office station: 120
Square feet per graduate assistant office station: 60
Square feet per instructional clerical office station: 120

36. Statewide, the planning factor is 120 sq. ft. of office space plus 20 sq. ft. of office service space per FTE staff requiring office facilities.

Professional Staff: The typical private office will be 10 ft. in width and 12 ft. in length, the goal being 120 sq. ft. of space. Variations in the size of the room will be permitted provided that the dimensions of the room are never less than 8 ft. in width, nor more than 13 ft. in length. Rooms greater than 110 sq. ft. but less than 130 sq. ft. will be considered typical to allow for building design considerations. Rooms larger than 130 sq. ft. will be considered semi-private offices with a capacity of at least two FTE staff.

Full-time instructors and administrative assistants will be provided private offices of 80 to 120 sq. ft. in size or semi-private offices averaging 80 sq. ft. per person.

Department Heads: The typical department head's office will be 11 ft. in width and 14 ft. in length, the goal being 154 sq. ft. of space. Variations in the size of the room will be permitted provided that the dimensions of the room are never less than 10 ft. in width, nor more than 15 ft. in length. Rooms greater than 130 sq. ft. but less than 180 sq. ft. will be considered typical to allow for building design considerations.

For those department heads whose functional requirements indicate a need for conversational space in addition to functional office space, the typical office may be enlarged to provide a width of 12 ft. and a length of 17 ft., the goal being 204 sq. ft. of space. Variations in the size of the room will be permitted provided that the dimensions of the room are never less than 11 ft. in width, nor more than 18 ft. in length. Rooms greater than 180 sq. ft. but less than 240 sq. ft. will be considered typical to allow for building design considerations. Additional furniture, made up of 1 small table and 2 armchairs, will be allowed for these offices.

Vice Presidents and Deans: The Vice Presidents and the Deans of the various schools will be provided private offices ranging in size from 240 to a maximum of 300 sq. ft. The typical Vice President's office will be 15 ft. in width and 20 ft. in length.

Graduate Teaching and Research Assistants: Those employed at least half-time will be provided an average of 40 sq. ft. of office space. Every effort will be made to build these offices in 3-men, 120 sq. ft. and 4-men, 160 sq. ft. sizes similar, if not alike, to the professiorial and department head areas - except for furniture - in order to permit flexibility in space assignments.

Clerical Staff: Clerical staff will be provided an average of 90 sq. ft. and a range of between 80 and 120 sq. ft. of office space per full-time equivalent employee. Variations in size and amounts of space may be expected. The smaller the staff, the larger the office with the single office being 120 sq. ft. in size and the large general clerical office averaging 80 sq. ft. per FTE.

37. Faculty offices - maximum of 100 sq. ft. per office when occupied by only one person. If possible, all full-time faculty members should have private offices. Where more than one person is expected to occupy an office, add 50 sq. ft. for each additional occupant.

Deans or directors - maximum of 200 square feet.

Assoc. Deans, Ass't. Deans, Business Managers, etc. - maximum of 150 sq. ft. for each individual officer.

Secretaries, clerks etc. - maximum of 140 sq. ft. for one employee and 40 sq. ft. additional for each additional employee in the same office.

Conference space - not in excess of 300 sq. ft. which permits one large or two smaller rooms, in the usual situation involving a grouping of administrative offices

around a dean or director. Since requirements may vary considerably, the committee should confer with the Assistant to the President before final plans for this space are completed.

Department chairman - maximum of 150 square feet.

Department secretaries, clerical, etc. - maximum of 140 square feet for one employee and 40 sq. ft. additional for each additional employee.

Conference space - maximum of 200 sq. ft. for an average size department.

38. We have not previously had a formal set of procedures governing space allocation. Problems that arose were settled on an ad hoc basis, with no reference to overall campus policies or standards. During the past fall, however, a Presidential committee has been studying the need for clearly established policies and procedures, and has at last developed a proposal that we think meets our local needs.

39. 1. We have no specific formula for allocating office, secretarial, and office service space.

2. In the case of existing space, the Provost receives all requests for changes in the use of academic space such as faculty offices, classrooms, laboratories, etc. The Provost is furnished with such data as he needs for decision making by the University Facilities Utilization Officer. Requests are granted or denied by the Provost.

40. We have a Space Allocation Committee for the University that makes the general assignment for all of the needs that you listed in your survey. A block of space is allocated to a specific department and they have to absorb all of their functions within the space designated. We do not normally change each year and many of our faculty members have had the same office that they were first assigned upon their arrival on campus.

Our basic design for faculty offices is a suite with a central area for secretarial help and storage with offices clustered around the secretarial service center. As additional space is needed the department head initiates a request that is forwarded to the Dean of his college, approved by the Academic Vice President and then sent to our Space Committee where the request is studied, and if available, space is allocated.

41. At the present time has no formal machinery for resolving space assignment problems due to the dissolution of the Academic Space Planning Committee last spring. However, a Long Range Planning Council has been created recently by our Board of Trustees and the new machinery for making space allocation decisions will soon exist.

Finally, the Board of Regents has implied through its manual on a Space Projection System that 160 sq. ft. per person be adapted as a broad standard in assigning space for faculty and staff. This figure, obviously, is intended to reflect average need.

42. Deans have priority on certain instructional buildings. They have the responsibility of allocating this space.

When there is a conflict of interest between divisions or there is a request by a department or divisional dean to remove a classroom from service for additional offices, the request goes to a University Academic Space Committee for a decision. This in turn is reviewed by the President.

43. Has no formalized procedure for allocating space. Instructional space of all types is scheduled by the Scheduling Office. Office space, supporting space, etc., is assigned by the Provost, upon recommendation of the University Planner. The University Planner's recommendation is usually based upon 160 net square feet per faculty member, including 20 square feet for secretarial space and service, and 20 square feet for conference space.

44. All faculty, instructors and above, are allocated private offices when available. The nominal office allocation is 120 net assignable square feet (NASF) per full-time equivalent (FTE) faculty.

Clerical staff are allocated space on the basis of 80 NASF/FTE.

Conference Rooms - 20 NASF/FTE faculty and professional staff.

Graduate student teaching and/or research assistants - 120 NASF/FTE. (Most graduate assistants are 0.50 FTE appointments).

Professional staff - 120 NASF/FTE.

45. Average faculty office size: 126 square feet. In addition, an allowance of 25% is considered necessary to provide for related service areas such as secretarial-clerical offices, work rooms, store rooms, etc.

46. As yet we have not arrived at a procedure that is rational.

47. Faculty Offices: Except where the space needs for special equipment, such as pianos, drafting tables, etc., require a larger area, planning for the construction of offices for the teaching staff shall be based upon an overall objective of an average of 100 square feet per full-time faculty member. Individual objectives by academic rank are not proposed to be established by recognition of needs of different teaching positions, nor is it proposed that the type of occupancy be designated (multiple or single).

Administrative offices:	Sq. Ft. per station
College dean or director	200
Department head	150
Administrative assistant	100
Secretary	75
Clerk stenographer (multiple office)	50
Typist (multiple office)	50

48. Academic Office Space "Guide Lines":

Dept. Offices	Sq. Ft. (net area)
Department Head	200
Department Office	100 + n100
(100 + No. of secretaries x 100)	
Senior Faculty (Prof., Assoc.Prof., Asst. Prof.)	100
Junior Faculty (Instructors), 2 men per office	100 (for 2)
Graduate Assistants (Also part-time faculty)	30 to 40
Dept. Seminar Room (capacity 8 people)	150
(For dept. with Senior Staff of 5 to 20)	
Dept. Seminar Room (capacity 15 people)	300
(For dept. with Senior Staff of more than 20)	

When feasible and when office rooms are not excessively large faculty above the rank of instructors are assigned private offices. When rooms are large assistant professors and/or associate professors may share offices.

49. Faculty Office Space is assigned by the University Space Committee. Usually a standard of 180 sq. ft./office is used, however, this may vary considerably in the assignment of existing space.

Secretarial space for faculty is the same as faculty office space, except 150 sq.ft. standard is used.

Faculty office service area, same as above, except no standard is used. Assignment based on space available and department requirements.

50. Tenant Departments, Schools or Colleges are given complete latitude in assignment of faculty office space which exists within the boundaries of overall space allocated to the tenant for conduct of his responsibilities. When the tenant outgrows allocated space, the Director of Planning makes additional nearby faculty office space available to the tenant for further specific assignment or takes action to modify classrooms or other spaces to faculty offices. We exert all possible effort to assure single occupancy of offices by members of the faculty; however, as a normal practice, we assign several graduate teaching assistants to the same office or space. Our faculty offices average approximately 120 sq. ft. We usually allocate 40-50 sq. ft. to graduate teaching assistants. Faculty have priority over graduate teaching assistants in assignment of office space.

Secretarial space is provided adjacent to the office of the head of the department, school or college and, usually, in one or more areas remote from the office of the head. Again, the tenant has complete responsibility in assignment of such space within his allocated area. Service areas are treated similarly, all being under the control of the tenant.

51. Professional category (consisting of individuals holding the title of instructor through professor) - 140 sq. ft. of assignable space per FTE.

Graduate Assistant - 120 square feet of assignable space per FTE requiring space.

Secretarial space for faculty provides work area for support staff. Suggested guidelines for estimating this space are as follows:

Support category - 120 sq. ft. per FTE requiring space.

Hourly category - 50 sq. ft. per FTE requiring space.

Storage and service - five percent of total assignable space estimated for the organizational unit.

52. We have a space allocation committee. This committee reviews requests for space made by various departments. We do our best to find space someplace in the University to satisfy each request.

At this moment, we do not have any established set of criteria for amount of square footage per staff member or per department.

53.

President	750 sq. ft.
Vice Presidents	300 "
Deputy Vice Presidents	225 "
Asst. to the President	225 "
Deans	180 "
Asst. or Assoc. Deans	150 "
Directors & Coordinators	200 "
Registrar & Admissions Officer	200 "
Asst. Directors	125 "
Counselors	125 "
Department Heads	180 "
Librarians	180 "

53. (continued)

Faculty:	
One man office	110 sq. ft.
Two man office	160 "
Group office (per man)	75 "
Private research	110 "
Research Analysts & Specialists	125 "
Auditor:	
Chief & Internal	125 "
Bookkeepers & Accountants	85 "
Secretaries - Receptionists	150 "
Teaching Assistants	50 "
Secretaries (per secretary)	75 "
Miscellaneous:	
Conference rooms (per person at conference table)	20 "
Seminar (per person at conference table)	16 "

54. Allocations of space for faculty and office services are handled by the Assistant to the President for Campus Planning. There is no set procedure for space allotment; rather it is determined by the department's particular needs.

55. Faculty office space . . . . . 120 sq. ft.
Faculty office service area. . 30 sq. ft.
The faculty office service area also includes secretarial space.

56. Faculty offices are to be planned in the range of 100-140 square feet, with 120 square feet the ideal size. Special consideration is to be given to offices for deans and department chairmen. Clerical office space should range from 90-100 square feet per person. Each department should have a conference room commensurate with its size.

A range of 100-140 square feet is recommended for faculty offices, with 120 square feet the ideal size. Within the range, special reference should be given to the type of office being programmed. There are logical differences between an English office as opposed to a music office that doubles as a practice room or a chemistry office that is also a laboratory.

Offices for deans and department chairmen are to be given special consideration above faculty offices because of added administrative duties. Offices are frequently used for small conferences. Size is left to each institution's discretion. The general principle is that requirements are different and counseling and administration require more space than is provided the usual faculty member.

Clerical offices should be planned according to an average number of square feet per person with additional space for added functions of the area such as reception area, file space, etc. The basic allowance per person for planning purposes should be from 90-100 square feet.

The extent of office service areas such as duplicating rooms and file storage areas is dependent upon the individual department's requirements.

Every department needs a conference room to aid in conducting departmental affairs and for faculty meetings and seminars. Its size should be commensurate with the number of faculty involved. A range of 18-20 square feet per person to be accommodated is recommended.

57. Dean's Office . . . . . 200-225 sq. ft.
Chairman's Office . . . . . 150-175 "
Faculty Office . . . . . 120 "

Teaching assistant - same as faculty office with two men assigned initially using 30" x 45" desks. As demands for faculty offices increase, three teaching assistants would ultimately be assigned to each 120 square foot office.

Clerical offices should be planned according to an average number of square feet per person with additional space for added functions of the area such as reception area, file space, etc. The basic allowance per person for planning purposes should be from 90-100 square feet.

The extent of office service areas such as duplicating rooms and file storage areas is dependent upon the individual department's requirements. It is recommended that 40-50 square feet be allowed for each full-time secretary.

Every department needs a conference room to aid in conducting departmental affairs and for faculty meetings and seminars. Its size should be commensurate with the number of faculty involved. A range of 18-20 square feet per person to be accommodated is recommended.

58. It is a basic assumption in the President's Office that all space should be allocated centrally and reviewed regularly. No single dean or department is given title to any facility.

59. Faculty Office Space: 120 net assignable square feet per FTE.
Secretarial Space: Same as for faculty.
Faculty Office Service Area: 15 net assignable square feet per FTE.